Complete Field Instructor Evaluation in Tevera

Student Must START the Field Instructor Evaluation

1. Student: Navigate to https://memphis.tevera.app and log in.

2. Click "Complete assignments"
3. Scroll down to “field instructor evaluation”. Click “Start”

4. Verify you are sending the evaluation to your current field instructor. Click “Submit”
The above actions send the field instructor the document to fill out.

The next section will show field instructors how to complete their evaluation on the student.

5 Field Instructor: Navigate to https://memphis.tevera.app and log in.

6 Select the student who needs their field instructor evaluation filled out. Click “Tasks” under that student.
7. Click "Field Instructor Evaluation"

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<th>Task</th>
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<td>Student Dashboard</td>
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<td>Timesheets</td>
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<td>Current Tasks</td>
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<tr>
<td>Field Instructor Evaluation for MSW Advanced Practice</td>
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<tr>
<td>End of Semester Summary (Select Track: Field Placement III)</td>
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<td>End of Semester Summary (Select Track: Field Placement IV)</td>
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<tr>
<td>Field Instructor Evaluation for MSW Advanced Practice</td>
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<td>Week &amp; Hours Report</td>
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8. Click "Start"

**Current tasks**

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9 Click the pen red box next to Agency. Fill in the Agency box. Click OK.

Field Instructor: Below you will find the field evaluation form for the Advanced Practice Across Systems Practice Form because you are the field instructor for a student in the program.

Please read each question carefully and respond to all questions on this evaluation (selecting the “Insufficient Evidence” option if necessary).

Rating Scale Guide:

10 Click the red pen box next to Semester/Year. Fill in Semester/Year. Click OK.

Field Instructor: Below you will find the field evaluation form for the Advanced Practice Across Systems Practice Form because you are the field instructor for a student in the program.

Please read each question carefully and respond to all questions on this evaluation (selecting the “Insufficient Evidence” option if necessary).

Rating Scale Guide:

Instructions for Rating Interns on the 9 Competencies in the First Part of the Evaluation:
Read through the rating criteria for each level.

Competency evaluations run from 1 (lowest/ "student has little/no knowledge, and requires ongoing supervision") to 9 (highest/ "student has advanced knowledge and requires minimal supervision").

Mark "IE" ONLY if the student has not had ANY opportunity to demonstrate that competency.
Click the red pen box for each competency.

Note that the learning plan behaviors will be listed under "Student Activities". This is what you should be evaluating for.

PC-S1 Use critical analysis and take leadership in resolving complex ethical situations.

Student Activities:
notes here
Rating:

PC-S2 Model professional judgment, behavior, and values for professionals and para-

Student Activities:
and here
Rating:

Pro tip: You can look back at previously submitted time reports from the student. The time reports break down how much time has been logged on each competency. If the student is logging their time correctly, they should have a diversified time report that supports all competencies.
Important note: When you open up a rating box, you may need to scroll down to find additional scores (1-5 may be visible, but 6-9 may require you to scroll).

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PC-S1 Use critical analysis and take leadership in resolving complex ethical situations.

Student Activities: notes here

Rating:  

PC-S2 Model professional judgment, behavior, and values for professionals and paraprofessionals.

Student Activities: and here

Rating:  

In regards to this competency, please use the space below to explain any item for which the student excelled, struggled, or did not demonstrate proficiency.

2) Social & Economic Justice: Advance Human Rights and Social Justice

Social workers understand that every person regardless of position in society has fundamental human rights, including freedom from oppression and racism, including social work's role and response. Social workers critical, reduce inequalities and ensure dignity and respect for all. Social workers advocate for and against the social, political, economic, human rights are protected.
After the formal rating, please answer the required questions in Summary.

"What are the unique strengths this student brings to the profession of social work?" and "In what areas do you see a need for this student to grow professionally? Please identify future learning needs."

OPTIONAL: Submit comments in the "If you have other remarks you wish to make in regard to this student's performance, please feel free to do so in the box below".

By signing my name below, I attest that I have completed the above evaluation and that I am a member of the Social Work program.
When you're done... Please double-check all of your ratings to ensure accuracy.

If you're completely finished, Click "Sign here" next to "Field Instructor Signature"

Click the "Enter your login password to sign" field. OR click the pen icon and scribble your signature.
If you need to exit the document before you sign it, you will be prompted to say either "Yes, I'm done" or "No, finish later". Click "Finish Later" and your document will be saved where you left off. Only submit your signature when you're completely done.